

Department of Public Works
PROCEDURE FOR RESIDENTIAL DRIVEWAY APRON PERMITS

Residents may install a driveway apron to their property by one of two methods:

1. **They can construct or have a contractor construct the apron**

The contractor/resident obtains a permit from the Department of Public Works (PW). A cash bond of \$1,500 will be retained to allow for any damage to the public right-of-way or to cover the cost of the City constructing the apron should the owner/contractor fail to do so properly. The bond will be returned to the contractor/resident after the driveway apron has been inspected and accepted by the (PW) Inspector. If a contractor requests a permit, there is a \$200 permit fee; **there is no charge to residents.**

NOTE: There is a \$175 application fee, which **SHALL** be paid by either the contractor or the resident.

Steps in the Permit Process

- a. Resident/contractor **SHALL** fill out a Public Works Permit Application.
- b. Select the applicable standard detail. (Located in PW Office).
- c. Collect the \$1,500 cash bond (person that signs the application must be the person that posts the bond), \$150 application fee and \$200 permit fee if applicable. The bond must be deposited into the City bond account.
- d. Enter data into Permit Plan Program (P*P), print and distribute permit copies with the proper detail attached.
- e. Permittee **SHALL** schedule a preconstruction meeting with the City Inspector.
- f. City Inspector will assist in the layout of the apron and will check the forms and subgrade prior to the concrete being poured.
- g. When completed, the City Inspector will perform a final inspection and, if it is in compliance, they will notify the Contract Manager to release the bond. Release of bond takes approximately two (2) weeks for refund check.

Inspectors would appreciate detail information such as which driveway (Detail 61 or 62) that will be installed, and the right-of-way width of the street. If a concrete curb is existing on the street, the apron must be constructed of concrete. If the road is an open section street, the apron should be asphalt (Detail #70).

2. **Participate in the City Driveway Apron Program:**

When a resident inquires about the City installing the driveway apron (forms under front counter), the homeowner **SHALL** complete the waiver form. The form **MUST** be completed by the homeowner, not a renter. Applicant should **NOT** sign the form until they are informed of the estimated construction costs.

Forward the partially completed form (Applicant should fill out all available information but **NOT** sign the form or just get their name, address and phone number) and give the information to John Sleeman, Inspector/Engineering Technician for Contract Management, who monitors the driveway apron program. Mr. Sleeman will review the proposed driveway apron with the resident and give an estimate. (The average driveway apron costs about \$1,200). Once the owner has accepted the price, they must sign the form.

After the apron is completed, Mr. Sleeman will forward the paperwork to the Finance Department for billing. The resident has two (2) options to pay the bill:

- a. In July, it is billed on your property tax bill as a special assessment which can be billed over a five (5) year period, or
- b. You can pay the amount in full.

No permit is required for construction of the driveway itself.

Department of Public Works
RESIDENTIAL DRIVEWAY AND APRON NOTES

1. The City Code requires that all driveways (including the driveway apron) be paved. Asphalt and concrete are the only two acceptable materials. The City Code allows the Director of Public Works to approve other materials. We have allowed brick pavers to be used in the driveway portion but not in the City's apron portion. There are hundreds of existing driveways in the older sections of town that are currently stone or gravel. The approach has been that these driveways are "grand-fathered in." If at any point, these lots get a permit for any other work, the driveway and the apron are to be "up-graded" to asphalt or concrete.
2. **If** the existing street has concrete curb and gutter, then the apron **MUST** be concrete. There are dozens of lots in the older neighborhoods that have asphalt aprons on concrete curbed streets. We have again, grandfathered these in with the intent that when the property owner repaved their driveway (and obtained a permit to do the apron portion), the apron would be upgraded to concrete at the owners expense. There have been some situations where we have replaced an existing asphalt apron on a concrete curbed street with a new concrete apron if we damaged the existing apron while making repairs to the adjoining curb or sidewalk.
3. Asphalt aprons are appropriate and required on a street that is open-sectioned (no curb at all) or has asphalt curb. There have been some concrete aprons installed on open-sectioned streets (no concrete curb) because they are easier to drain in extremely flat areas.
4. If someone has an existing concrete apron and wants it widened through the Driveway Apron Program, and that existing apron is in good shape, we remove only what we need to and charge only for the additional square footage of the new apron. If that existing concrete apron is in bad shape and requires replacing and we are requested to do a widening, we replace the portion of the existing driveway apron that required repairs at our cost and only charge for the additional square footage.